

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Agency Standard Word Processor Requirement

FROM:

Chief, Procurement Div., OL

EXTENSION

NO.

DATE

11 August 81

STAT  
STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

Acting Director of Logistics

8-12

*Dr*

2.

EO/DK

12 AUG 1981

*gum*

3.

D/K

14 AUG 1981

*J*

4.

P4PS

18 AUG 1981

*Dr*

Craft file

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

**SECRET**

11 AUG 1981

## MEMORANDUM FOR THE RECORD

FROM: [REDACTED]

Chief, Procurement Division, OL

25X1

SUBJECT: Agency Standard Word Processor Requirement

REFERENCES: A - Memo for C/IMS from D/L dtd 24 Jul 81  
Subj: Sole-Source Procurement of Automation  
Equipment for Project CRAFT [REDACTED]

25X1

B - Memo for D/L from D/DP dtd 29 Jul 81  
Subj: Proposed Delay in Selection of Agency  
Standard Work Processor [REDACTED]

25X1

C - Memo for D/L from C/IMS/DO dtd 4 Aug 81  
Subj: Sole-Source Procurement of Automation  
Equipment for Project CRAFT [REDACTED]

25X1

On 7 August a meeting was held in the DDA's office concerning acquisition strategy to be followed in setting this agency's requirements for standardization of word processor equipment.

Those attending:

Mr. H. Fitzwater, DDA  
[REDACTED], D/ODP  
[REDACTED] D/OL  
[REDACTED] IHSS  
[REDACTED] /DDA  
[REDACTED] C/PD/OL

25X1

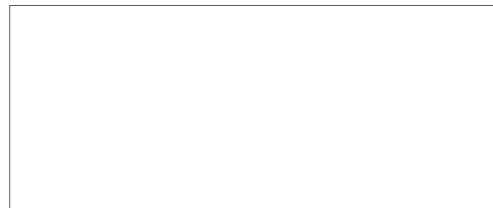
Attendees were given a brief statement on the rationale for the D/L's request that the Standard WP RFP be delayed six months in order to incorporate IMS/DDO CRAFT requirements within the Standard RFP currently being prepared by ODP. Attendees were informed that PD personnel met with ODP to discuss the first iteration of ODP's RFP on 31 July. At that time a second draft RFP was presented to PD personnel for review and comment. They were also informed that the D/L's proposal to slip the acquisition schedule (ref A) was premised on an estimate of how long it would take IMS to prepare a system's study for CRAFT. However, IMS indicates in Reference C that it intends to complete the study by Oct 1981. That being the case if ODP does not desire to seek industry comments through the use of a preliminary

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**SECRET****SUBJECT: Agency Standard Word Processor Requirement**

RFP, PD has no objection to issuing the RFP, once ODP has completed its consolidated systems study and a rationale for a system's life of 60 months required in the RFP. If ODP can finish these studies by October and the RFP can be finalized at that time, PD/OL believes that an adequate number of firms will be available to compete for the Standard WP.

[ ] stated that he was apprehensive about incorporating 25X1  
 IMS overseas CRAFT requirements into the RFP for two reasons;  
 first, he believes that such an incorporation may constrict the  
 competition, possibly to a sole-source with [ ] second, 25X1  
 he does not believe that IMS will accept the Agency Standard WP  
 in the event [ ] does not prevail in the competition. After 25X1  
 some discussion the DDA requested that the RFP be slipped to  
 October and that [ ] should discuss with [ ] 25X1X1  
 C/IMS/DDO, the DDA's intention of incorporating CRAFT requirements  
 into the RFP. Mr. Fitzwater instructed [ ] to inform 25X1  
 [ ] that the DDA does not require a commitment from 25X1  
 IMS that it will adopt the Agency's Standard WP for its overseas  
 operations. DDA is merely creating an alternative to the [ ] 25X1  
 System for IMS's consideration at the time DDO proposes to under-  
 take full scale procurement of the CRAFT system. Mr. Fitzwater  
 also requested that CRAFT's unique overseas requirements be  
 incorporated into the RFP as optional requirements. Such a  
 structuring should preclude restriction of the RFP to only one  
 vendor.



25X1

**Distribution:**

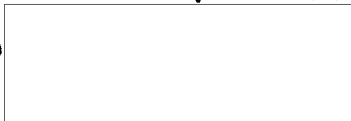
Original - OL/PD Official

① - D/L

1 - C/ADP/OL

1 - OL/PD Chrono

CL/PD



(11 August 81)

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